



COMDTINST 5350.21D
09 JAN 2003

COMMANDANT INSTRUCTION 5350.21D

Subj: COMMANDANT'S EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY
STATEMENTS

Ref: (a) Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4

1. PURPOSE. This Instruction promulgates the Commandant's Equal Opportunity Policy Statement and Sexual Harassment Policy Statement.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of these statements are followed. Internet release authorized.
3. DIRECTIVES AFFECTED. Commandant's Equal Opportunity and Sexual Harassment Policy Statements, COMDTINST 5350.21C is cancelled.
4. DISCUSSION.
 - a. The Coast Guard is dedicated to being the employer of choice for both military and civilian members. Thus, it is imperative that we all create an environment free from sexual harassment and discrimination of all kinds. Everyone is charged with making sure that no Coast Guard member is denied basic rights or treated unfairly for any reason. To realize this goal, we must provide a working environment that promotes learning, commitment and equal opportunity for every member of Team Coast Guard. These statements are in keeping with the Commandant's themes of his direction for the Coast Guard: Readiness, People and Stewardship.

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NON-STANDARD DISTRIBUTION:

- b. The issuance of Equal Opportunity and Sexual Harassment Policy Statements strives to adhere to law and policy, as well as promote Coast Guard core values. Failure to abide with these statements degrades personnel, impairs effectiveness and wastes time and resources.
- c. The policies set forth in enclosures (1) and (2) are effective immediately and replace the preceding Equal Opportunity and Sexual Harassment Policy Statements.
- d. Policy statements shall be prominently displayed at each command.

W. R. SOMERVILLE
Assistant Commandant for Civil Rights

Encl: (1) Equal Opportunity Policy Statement
(2) Sexual Harassment Policy Statement

EQUAL OPPORTUNITY POLICY STATEMENT

All Coast Guard personnel—military, civilian, auxiliary—shall be treated with respect. The Coast Guard prohibits all forms of discrimination that violate law or policy in any action affecting our personnel, those seeking employment with us, and those benefiting from our public services or sponsored programs.

Toward this end, we shall:

Reach out widely to identify the best—qualified applicants for enlistment, officer accession, civilian employment, and auxiliary enrollment. Our goal is to recruit, retain, train and deploy a highly capable, diverse and flexible workforce;

Ensure that all people are given fair and equal treatment in personnel decisions; evaluate personnel based on their job performance; provide advancement and retention opportunities based on demonstrated performance and potential; and

Take prompt, appropriate, and effective measures to enforce this policy and to ensure personal accountability.

Every Commander, Commanding Officer, Officer-in-Charge, and supervisor is to be personally committed to and responsible for fair and equal treatment of all Coast Guard personnel and those with whom we interact. We must be a model organization that ensures no unlawful discrimination in recruitment, selection, assignment, retention, training, or general treatment of any member of the Coast Guard.

T. H. COLLINS
Admiral, U. S. Coast Guard

SEXUAL HARASSMENT POLICY STATEMENT

Sexual harassment violates our core values of honor, respect, and devotion to duty. It includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature that is made a condition of employment, affects employment decisions, unreasonably interferes with work performance and creates an intimidating or hostile work environment. It will not be tolerated.

All members of the Coast Guard—military, civilian, auxiliary—expect an environment free of sexual harassment and discrimination. Sexual harassment degrades productivity and effectiveness as well as unit cohesion and readiness. We must all take prompt and decisive action to prevent and eliminate sexual harassment.

Every Commander, Commanding Officer, Officer-in-Charge, and supervisor is accountable for maintaining a work environment that does not tolerate sexual harassment. Each of us must foster an environment of dignity and respect that is a fundamental reflection of our core values. Tolerance of sexual harassment is poor leadership. Therefore, it is critical that each of us hold accountable anyone who commits sexual harassment and take immediate corrective action.

I expect each of you to uphold standards of conduct that support this policy.

T. H. COLLINS
Admiral, U. S. Coast Guard